

ARIZONA DEPARTMENT OF EDUCATION

Jaime A. Molera
Superintendent of
Public Instruction



STATE OF ARIZONA

School Finance
1535 West Jefferson
Phoenix, Arizona 85007
(602)-542-5695
(602)-542-3099 fax

SCHOOL FINANCE MEMORANDUM 02-016

TO: School District Superintendents, Principals, and Head Teachers

FROM: Maggie Singler

DATE: October 12, 2001

SUBJECT: October 15, 2001 Basic Calculations for Equalization Assistance Report (APOR 55 – 1) and Additional State Aid Detail Report (APOR 64)

The October 15, 2001 apportionment reports for your school district are posted on your district's home page on the ADE web site (<http://www.ade.az.gov/districts/default.asp>). Hard copies of these reports will not be mailed. If you need help finding or viewing these reports please call your county's Regional Training Center (RTC). The phone number for your county's RTC can be found at <http://www.ade.az.gov/rtc>. If you have any questions regarding the content of your reports please contact me (602) 542-8244 or e-mail msingle@ade.az.gov.

Instructions and forms to request an advance of state aid are available on ADE's web site at <http://www.ade.state.az.us/schoolfinance/Forms/DistCashAdv/>. Please be advised that districts will not receive an equalization assistance payment in November (A.R.S. §15-973).

Items such as the increase to the BSL for audit expenditures, eligibility for Rapid Decline and Type 03 Tuition have been updated for the October apportionment calculation. These items are dependent on the submission of all applicable budget files. Budget files and worksheets have been released and processed. Please check the submitted file status on your home page <http://www.ade.az.gov/districts/default.asp>. Budget Vision users please look for instructions, from Windsor Management, regarding your submissions of proposed and adopted budgets, including worksheets. Please be sure your district has submitted the district-wide budget, the school-by-school budget and the worksheets when submitting budgets. (Submit all budget files at <http://www.ade.az.gov/districts/default.asp>. **COMMON LOGON** username and password are required.) If you need assistance uploading budget items, contact a Regional Training Center (RTC) at <http://www.ade.az.gov/rtc>.

If the submitted file status or budget edit reports (available at same address as district APOR55-1) indicate any of the following, please send an e-mail explaining the situation to schoolfinance@ade.az.gov.

1. An adopted budget was rejected due to missing proposed budget
2. Revised budget rejected due to missing adopted budget
3. File rejected because version already exists

School Finance staff will research and work with you to resolve the problem. Similar problems or questions can also be sent to the school finance e-mail address.

cc: County School Superintendents

October 15, 2001